**Reporting of Changes to Bridge Clearance**

**Frequently Asked Questions**

**What clearance changes justify submittal of the bridge clearance ?**

Any change to an existing vertical clearance under a bridge or the addition of a new bridge.  This could be a new bridge over a route where one did not exist before, replacement of an existing bridge, rehabilitation of an existing bridge or something as simple as an overlay of a route under the bridge. If it is an initial measurement or a temporary measurement, it can be submitted as an email to the BridgeClearanceReport email group. If it is a final measurement, a Bridge Clearance Report form should be submitted to the BridgeClearanceReport email group.

**The plans show overlaying a route under a bridge, which will reduce clearance.  Is that correct?**

We generally try to avoid reducing clearance, therefore, if your plans call for raising the profile grade under a bridge, you should contact the Project Manager to verify if the reduction in clearance was intentional and not an oversight.

**When should the initial notification of a clearance change be sent?**

Motor Carrier must be notified at least two weeks prior to a reduction in a vertical clearance so that they can account for the lower height in all permits.  Email the information to Transportation Planning and Motor Carrier (use the email group: BridgeClearanceReport), include the earliest date the restriction will be in place and what the reduced clearance will be.  You should explain that this is only the initial notice and that a final measurement will be made once the work is complete. For initial notifications, you don’t need to use the Bridge Clearance Report form.

**When submitting a large number of vertical clearance measurements, is it necessary to fill out a Bridge Clearance Report form for each bridge?**

When submitting vertical clearance measurements for more than 10 structures, a spreadsheet may be submitted in lieu of the Bridge Clearance Report form. At a minimum, the following columns must be included on the worksheet: Bridge number, Route bridge is on, Route clearance is over, County, Measurement date, Current posted vertical clearance, Actual vertical clearance, Lane direction, Contact person, and Contact phone number.

**Are any measurements required after the initial clearance measurement and before the final measurement?**

Yes, a vertical clearance change should be measured anytime the clearance changes. For example, two weeks prior to a clearance change, an initial clearance is sent in. This is the best estimate that is available at that time. Immediately after any structure is placed across the road, an actual clearance should be reported. Any time this actual clearance changes significantly during the construction phase (due to setting deck panels, pouring the deck, placement of falsework or construction forms, etc.), a new clearance should be provided. After all construction that will impact the clearance is completed, a final measurement should be taken and submitted on a Bridge Clearance Report form to the BridgeClearanceReport email group.

**When should the final measurement be made and the Bridge Clearance Report submitted?**

You should make the final vertical clearance measurement and report that information on Form C-239A when all work on the bridge (or overlay under the bridge) is complete.  Don’t wait until the Final Plans stage to send in this information.  Even though the Final Acceptance Report asks if this form has been submitted, that question is only on the report as a safeguard to make sure all changes to vertical clearances were reported before a project is closed out.  Make sure both the deck and barrier have been placed and any other dead loads (such as sign trusses) installed before you make the final measurements. This is to ensure all deflections are accounted for.

**Are there further instructions on how to properly measure the clearance, especially on a multi-lane highway?**

Yes, consult [EPG 760.4.3 Measurement Requirements](http://epg.modot.mo.gov/index.php?title=Category:760_General_Construction_Inspection_for_Structures#760.4.2_Notification_Requirements) for more information on measuring and reporting vertical clearance changes.

**Who else should be notified?**

Transportation Planning, Motor Carrier, and the Bridge Division are already included in the BridgeClearanceReport email group.  You should also copy your District Bridge Engineer and District Traffic Engineer, as noted on the form. For railroad vertical and horizontal clearances, the Railroad Projects Manager located in Central Office Multimodal Operations should also be copied.